

# DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

## POSITION DUTY STATEMENT

Name:	Division: Program Services Division (PSD) Prevention Program Management Section
Classification: Associate Governmental Program Analyst (AGPA)	Working Title: AGPA
Position Number: 798-461-5393-708	Collective Bargaining Unit/ID: RO1
Effective Date:	Conflict of Interest Category: N/A

1) **Supervision Received:** Under the direction of the Staff Services Manager I, PSD

2) **Supervision Exercised:** None. May act as lead analyst on special assignments or in specific situations.

3) **Physical Demands:** The duties require the ability to hear, participate in, speak at and conduct presentations at committee meetings, workshops, training events and conferences. Extensive oral and written communications and rapid note taking is required for meetings. Duties require the capability to carry (10 pounds), set up and operate assorted training equipment, computers, telecommunication and office equipment. Physical demands also include travel, sitting for extended periods at meetings and doing extensive computer work.

## ESSENTIAL FUNCTIONS

%	Job Description
30%	<p><b><u>Written-Oral Communications &amp; Committees:</u></b></p> <p>Write memos, background and decision papers, controlled correspondence, budget change proposals, and policy recommendations. Audiences may include county administrators, department staff, public/constituents, federal and state agencies, contractors and providers. Provide complete, well-reasoned products.</p> <p>Review and analyze proposed legislation that pertains to Prevention Services, either independently, or in consultation with other departmental staff, in units as appropriate. Contact other States to obtain information on similar legislation; assess policy, fiscal, economic and programmatic impact on state and county programs; advise management on the potential impact to ADP and interdepartmental programs.</p> <p>Make presentations at meetings, conferences and training events. Present Alcohol Tobacco and Other Drugs (ATOD) information effectively to State, federal and county departments/agencies, county administrators and interested parties at meetings, conferences and training events.</p> <p>As needed, prepare materials for and participate in committees and groups such as: contractor meetings, Governor's Prevention Advisory Council (GPAC) and its work groups, and CADPAAC Prevention Committee. Deliver clear oral guidance to contactors, county staff and others about prevention goals, issues, and requirements.</p>

## SIGNATURES

<p>I have read and discussed these duties with my supervisor:</p>   <div style="display: flex; justify-content: space-between;"> <div>_____ Employee's Signature</div> <div>_____ Date</div> </div> <p>Position classification approved:</p>  <div style="display: flex; justify-content: space-between;"> <div>_____ Personnel Analyst</div> <div>_____ Date</div> </div>	<p>I certify that the above accurately represents the duties of the position:</p>   <div style="display: flex; justify-content: space-between;"> <div>_____ Supervisor's Signature</div> <div>_____ Date</div> </div>
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## ESSENTIAL FUNCTIONS

%	Job Description
25%	<p><b><u>California Outcomes Measurement Service (CalOMS)-Prevention -- County Plans:</u></b></p> <p>Understand and represent Department's prevention objectives to assist counties/providers in systematically planning and implementing prevention services that advance these goals. Assess CalOMS prevention activity data submissions to ensure Net Negotiated Amount (NNA) Contract requirements, accuracy, and adherence to federal statutes, regulations, and cost principles; identify and resolve issues and match with technical assistance resources as necessary to improve services. Advance county understanding and application of the Strategic Prevention Framework (SPF) process through review of county prevention plans, goals, and objectives; evaluate services relative to goals to ensure underlying change theory; and provide guidance to advance program services and county plan objectives. Review county budgets and cost reports relative to prevention service data to ensure appropriateness of costs. Assist PSD Performance Management unit to prepare for review of prevention services during county site visits.</p>
20%	<p><b><u>Contract/Grant Development, Coordination &amp; Administration:</u></b></p> <p>Write Request for Proposals (RFPs) for prevention services, conduct selection review process, prepare and oversee contract/Interagency Agreements (IAs). In accordance with applicable policies and procedures, identify, analyze, coordinate and manage submission of prevention-related grants; oversee grant continuation funding procedures and reports. Guide and monitor grantee/contractors to obtain intended services and products; review progress reports and approve appropriate expenditures; identify and resolve issues; conduct site visits; close out completed contracts. Assess performance data, report results to federal grantors, management, other requestors.</p>
20%	<p><b><u>Special Projects:</u></b></p> <p>Take lead responsibility, or assist in the implementation of, special projects and task forces as assigned by Prevention Services. This may include the planning and organization of special conferences and task forces, and serving as a subject matter expert for emerging prevention issues.</p> <p>Serve as the Prevention Staff Training Coordinator. Implement, organize, schedule and assess internal Prevention Workforce Development Plan. Act as liaison with ADP training office regarding training needs for Prevention Services.</p> <p>Provide general assistance to Prevention Services to ensure quality customer service satisfaction. Other duties as assigned.</p>

## NON-ESSENTIAL FUNCTIONS

%	Job Description
5%	<p><b><u>Associated Duties:</u></b> Perform other related AGPA duties required to meet workload demands.</p>